

WORKFORCE BOULDER COUNTY  
2905 CENTER GREEN COURT, C  
BOULDER CO 80301  
PHONE:303.441.3985  
FAX: 303.939.0054

WORKFORCE BOULDER  
COUNTY  
1500 KANSAS AVE, STE 4D  
LONGMONT CO 80501  
PHONE: 303.678.8103  
FAX: 303.651.0288

**JOB OPENING INFORMATION  
CALL, FAX, OR MAIL TO THE ABOVE ADDRESS**

EMPLOYER NAME: \_\_\_\_\_

TYPE OF BUSINESS/INDUSTRY \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

ARE YOU MANDATED BY FEDERAL REGULATIONS TO LIST WITH JOB SERVICE: \_\_\_\_\_

ARE YOU COVERED BY UNEMPLOYMENT INSURANCE AND WORKERS COMPENSATION? Y N

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

JOB OPENING TITLE: \_\_\_\_\_

WHOM TO SEE: \_\_\_\_\_

NUMBER OF OPENINGS: \_\_\_\_\_ HOW MANY APPLICANTS WOULD YOU LIKE? \_\_\_\_\_

TARGETED RECRUITMENT: NO PREFERENCE \_\_\_\_\_ OLDER WORKERS \_\_\_\_\_ STUDENTS \_\_\_\_\_

WELFARE RECIPIENTS \_\_\_\_\_ OTHER LOW INCOME \_\_\_\_\_ DISLOCATED WORKERS \_\_\_\_\_

MONTHS EXP: \_\_\_\_\_ EDUCATION(YRS): \_\_\_\_\_ MINIMUM AGE: \_\_\_\_\_

DURATION OF JOB: FT: \_\_\_\_\_ PT: \_\_\_\_\_ TEMP: \_\_\_\_\_ TEMP TO HIRE: \_\_\_\_\_

WAGE OR WAGE RANGE (REQUIRED): \_\_\_\_\_

HOURS PER WEEK: \_\_\_\_\_ SCHEDULE (DAYS & HOURS): \_\_\_\_\_

HOW TO APPLY: CALL FOR APPOINTMENT: \_\_\_\_\_ GO DIRECT: \_\_\_\_\_ SEND RESUME: \_\_\_\_\_

FAX RESUME: \_\_\_\_\_ E-MAIL RESUME: \_\_\_\_\_ OTHER (SPECIFY): \_\_\_\_\_

JOB SUMMARY: (LOCATION, SKILL AND EXPERIENCE REQUIREMENTS, JOB DUTIES, DESCRIPTION,  
ETC.) \_\_\_\_\_

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